



DEPARTMENT OF THE ARMY
OFFICE OF THE SECRETARY OF THE ARMY
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19 Feb 03

Office, Chief Information Officer / G-6

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Collaboration Tools Suites Standards

1. References.

a. ASD(C3I) Message Collaborative Planning Tools Announcement DTG 291130Z JAN 01

b. ASD(C3I) Message DoD Standard Collaborative Tool Implementation Overview DTG 101431Z AUG 01

c. USMCEB Summary Message for 9 September 2002 USMCEB Meeting DTG 171154Z SEP 02

d. ASD(C3I) Message DoD Collaboration Interoperability Standards DTG 061828Z NOV 02

2. This memorandum establishes the Army policy for the procurement and deployment of Collaboration Tools. This policy applies to all Army elements (operational (tactical) and institutional Army) using collaborative tools. For the purpose of this memorandum, collaboration capabilities include, but are not be limited to, voice and video conferencing; text, document and application sharing; awareness and instant messaging; and whiteboarding.

3. As the Department of Defense (DoD) and the Army pursue the vision of a seamless Global Information Grid, and the Army's vision of a network-centric, knowledge-based force, it is critical that the tools procured and deployed to support the collaborative process be interoperable within the Army, DoD, Federal Government offices and agencies and, to the extent possible, our allies. The use of standardized collaboration tools provides the capability to link various Command, Control, Communications, Computers and Intelligence (C4I) and mission planning systems together on a common wide-area network to share intent, to share data, conduct collaborative planning, and collaboratively consult on information and data at various locations around the world.

4. Reference 1a. established guidance for DoD interim interoperable collaboration tools for DoD's interim collaborative strategy. Reference 1b. provided additional implementation guidance and directed the Collaboration Interoperability Working

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Group (CIWG) to develop and promulgate interoperability standards. Reference 1c. provided the minutes from the Military Communications-Electronics Board meeting held in September 2002 that endorsed the establishment of the DoD collaboration interoperability standards-based testing process. Reference 1d. established the DoD interoperability standards for collaboration tools and the required testing process.

5. Standards-based collaboration provides combatant commanders, services, and agencies a synchronous and asynchronous collaboration capability in support of deliberate and crisis action planning. Interoperability is the key to DoD's collaboration strategy and the goal is to provide a range of collaboration tools, based on commercial standards, which can interoperate securely and fulfill requirements for the operational (tactical) and the institutional side of the Department.

6. In support of this strategy, DoD created a Collaboration Management Office (CMO) in the Defense Information Systems Agency (DISA) to manage the development of a standards-based Defense Collaboration Tool Suite (DCTS) and to implement collaborative tools throughout the DoD. The U.S. Army Communications-Electronics Command (CECOM) has been identified as the Army focal point for technical matters and to work with the DISA CMO to address interoperability within Army systems.

7. Effective immediately, Army activities investing in or implementing collaborative tools will only procure products or services that comply with the established DoD collaboration interoperability standards and that are identified on the approved products list maintained by DISA's CMO and the Joint Interoperability Test Command (JITC). It is the responsibility of the COTS vendor, or in the case of GOTS, the sponsoring agency, to submit collaboration products to the JITC for certification. The Army Chief Information Officer (CIO) will not support the development of new tools or the sustainment of existing collaborative tools that do not meet the DoD standards. This policy will be incorporated into the C4I/IT resourcing reviews and recommendations for funding.

8. Army activities investing in collaborative tools should utilize established DOD/Army Enterprise Agreements through the Army Small Computer Program (ASCP) whenever possible. Available Enterprise Agreements can be accessed at the ASCP website <http://pmscp.monmouth.army.mil> or commercial 888-232-4405.

9. The Army Collaboration Tools Working Group (CTWG), a component of the Army CIO Executive Board's Army Knowledge Online (AKO) Configuration Control Board (CCB), will ensure that AKO current and future collaboration tools are certified. Army

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activities are encouraged to forward their requirements to the AKO CCB for evaluation against current AKO collaboration capabilities prior to procuring collaboration tools. Point of contact (POC) for the AKO CCB CWG is COL Larry Thomas, (703-602-3099), Larry.L.Thomas@us.army.mil.

10. The current DCTS standards are available from the JITC web page at http://www.jitcwashops.disa.mil/projects/jtcb_dcts.htm or by calling the JITC POC, Mr. John Socher, DSN 354-2663 or commercial 301-744-2663. Additional DoD collaboration information is available on the Collaboration Interoperability Working Group website at <http://www.kt.jfcom.mil/ciwig> or on SIPRNet at <http://www.jfcom.smil.mil/ciwig>. The CECOM DCTS Office technical POC is Mr. Simon Lee, (732) 427-3669, simon.lee@us.army.mil.

11. POCs for this action are HQDA CIO/G-6 (Policy), Ms. Marlu Vance, (703) 602-9635, marlu.vance@us.army.mil; and HQDA G-8, Mr. Richard Noble, (703) 693-3744, noblerj@us.army.mil.



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